



RTS Bursaries 2024 - Terms and Conditions

The acceptance of a Royal Television Society bursary is considered an agreement to our terms and conditions and data protection statement.

BURSARY AWARD - ELIGIBILITY

The offer of the bursary is based on the information you provided at the point of application which confirmed:

- that you met the entry requirements of the named university on your application and have now enrolled on the stated undergraduate course.
- your household income is below £35,000 per annum before taxation. This is confirmed by:
 - supplying the official Student Finance letter issued by the SFA or SAAS stating the maintenance amount granted.
 - Or supplying a P60 or other documentation to verify your household income.
- If your circumstances change during your period of study and you no longer meet the stated eligibility criteria, it is your responsibility to tell the Bursary Team **immediately** and within two weeks of the change. This includes a change of course and if you leave your college or university.
- Depending on the circumstances and the course, we may withdraw the bursary and cease payment of future instalments.
- We will only support one change of undergraduate course.

VALUE OF BURSARY AWARD & PAYMENT

- An annual payment of £1,500 will be made each February for the stated duration of your undergraduate course (maximum of three years for RTS TVPJ Bursaries and 4 years for RTS DI Bursaries and RTS STV Bursaries).
- If the course includes a year in industry, payment will not usually be made for that year. We will support students who take part in an international exchange programme in their third year.
- We will contact your tutor in January each year to check that you are still attending University / College and that you are on track to complete the year and the undergraduate degree.
- It is **your** responsibility to inform your tutor that:
 - you gave the RTS consent to contact them.
 - they should expect to hear from the RTS in January. Should your tutor fail to confirm your attendance this may result in the withdrawal of the bursary.
- Payment will be made directly into the bank account specified on your Acceptance Form. If you change your bank account, please notify us. However, we will ask you to reconfirm these details each year before the transfer of payment is made.
- If you receive any benefits or other bursaries that are subject to an income test, it is your responsibility to declare that you receive an RTS bursary.
- It is your responsibility to declare the bursary for tax assessment, if appropriate.
- The RTS does not specify how the cash bursary is used. However, we would suggest you set aside a sum:
 - to cover travel, accommodation, and other expenses to attend industry events not already funded by the RTS, that may be of interest to you.
 - towards materials or equipment to advance your work.

TRAVEL EXPENSES

- The RTS will reimburse reasonable travel UK-wide costs to attend RTS events. Reasonable expense is:
 - Standard class travel purchased with the use of a student rail/coach card, if eligible, direct to the location of the event.
 - Travel for yourself only, unless a carer is required. Their expenses will be met with advance approval from the Bursary team.
 - For up to two in-person meetings with your Mentor.
- Travel by taxi, UBER, or other individual/car-sharing means, will not be covered unless in exceptional circumstances or agreed in advance.
- Payment is subject to you submitting a valid receipt.
- If in doubt, contact the Bursary team.

EVENTS

- As a bursary recipient you will be invited to a range of events from workshops to the Summer Networking Lunch and student masterclasses to the Patrons dinner. Each will provide the opportunity to learn more about possible careers in the television industry and make connections with industry professionals. Although optional, we hope you will attend where practical.
- In late June and early July 2024, Digital Innovation Scholars will have the opportunity to join the Summer Tour visiting approximately ten industry companies over 10 days.

AMBASSADORS & BEHAVIOUR

- As recipients of a Bursary, you are now eligible to call yourself a **Royal Television Society Bursary Scholar**, which we encourage you to do.
- We expect all Scholars to always behave professionally and be positive ambassadors and role models for the Society.
- At events where alcohol is present, we expect you to drink responsibly, in the knowledge that potential future employers will also be present.
- The general RTS code of conduct states:
 - *All RTS event attendees and members are expected to always act in a considerate manner and follow these guidelines to ensure a positive experience and respectful environment at all RTS events.*
 - *The Royal Television Society will not tolerate any disrespectful behaviour that could bring the Society into disrepute, including, but not limited to:*
 - *The use of abusive language related to religious beliefs, race, ethnicity, physical appearance, disability, sexual orientation, age, gender, gender identity and expression.*
 - *The use of offensive or sexualised materials, images, or content on social media or within the venue of the event*
 - *Stalking or aggressive and harmful behaviour towards event attendees, speakers and RTS staff*
 - *Photography of an inappropriate nature*
 - *Unwelcome sexual attention or physical contact that is inappropriate.*
- If you do anything which brings the RTS into disrepute we may, at our discretion, withdraw the bursary at any time.

COMMUNICATIONS

- We will normally use email as our first option to stay connected with you on a range of matters including alerting you to important events. Please inform us immediately if you change your email address or other contact details.
- The persistent failure to reply promptly to communications or engage with the opportunities offered by the RTS may result in the bursary being withdrawn.

WEBSITE & SOCIAL MEDIA

- Throughout your studies we may ask for information about your progress, which we may publish along with photographs and videos on our website, social media channels, and through the media.
- On graduation you become an RTS Alumnus, and we may wish to publish information on your career progression.
- We will never publish any identifiable information about you without your consent.

MEMBERSHIP OF THE ROYAL TELEVISION SOCIETY

- You will be entitled to membership of the Society during your undergraduate studies.
- On graduation, you will be eligible for membership for a further one year. Membership will run from July in your year of graduation and will be subject to completing an application and adhering to the rules of the Royal Television Society. For more information see <http://www.rts.org.uk/membership>.
- Should we withdraw the bursary for inappropriate behaviour, dishonesty, or other unacceptable or illegal behaviour, we are likely to withdraw membership of the RTS also, as this is granted as an additional benefit of the bursary award.

ANNUAL FEEDBACK REPORT AND VIDEO DIARY

- At the end of each academic year, we will ask you to complete a short report. Further details about the format and deadline will be shared each summer.
- Payment in the second and any subsequent year will be conditional on you submitting a satisfactory report by the deadline of 31 December.

DATA PROTECTION

As part of the RTS Bursary Scheme application process, we ask you to confirm that you have read and accept our data protection statement and agree to the retention of your contact details and publication of your name, course, and hometown in connection with the award of a bursary. The RTS will release these details to the media once all bursaries have been awarded each year and will ask you to also provide a photograph for this purpose.

The information which you give us on this form will be used for the following purposes:-

- To enable the Royal Television Society to create an electronic record of your application
- To assess your application and decide awards
- To compile statistics such as diversity monitoring
- If successful, to communicate with you during and after your period of study
- To publicise our bursary scheme, which will include publicising the names, home towns and courses of successful applicants
- The information will be kept securely, we will endeavour to ensure it is accurate, and it will be kept no longer than necessary